



CITY OF WILLIAMSBURG

MEMORANDUM

TO: Planning Commission

DATE: October 21, 2004

**SUBJECT: Public Forum Format
Jamestown Road Neighborhood Focus Area**

Attached is a draft agenda for the Jamestown Road Neighborhood Focus Area. There are a lot of blanks in the information sheets that will be filled in prior to the meeting.

The agenda for this meeting proposes a single group instead of the two groups that were used for the Richmond Road area – the meeting would function like the “vision” section at the beginning of the Richmond Road meeting, and would have the advantage of the entire group hearing everyone’s comments. We would pass the wireless microphone to people wishing to comment, and comments would be written down like we have done in the individual groups. Since we seem to have about 40-50 people at all of our hearings, this format should work well. I would also propose that one Commissioner be the facilitator for each of the three subject groups, and that Mr. Young be the facilitator for the “vision” section at the end of the meeting. After this meeting, we can decide on which format to use for the two remaining forums.

Please review the specific issue sheets to make sure that we have covered all of the important points.

A handwritten signature in black ink that reads 'Reed T. Nester'.

Reed T. Nester, AICP
Planning Director

Note: See “Public Forums” section of the Comprehensive Plan web page for a copy of the agenda packet for the public forum